

Vendor Payment Reconciliation

Date: [Insert Date]

[Vendor Name]

[Vendor Address]

[City, State, Zip Code]

Dear [Vendor Contact Name],

We are writing to address some discrepancies identified during our reconciliation process regarding your recent invoices with us.

Discrepancies Identified:

- **Invoice Number:** [Invoice Number 1] - Amount: [Stated Amount] vs [Disputed Amount]
- **Invoice Number:** [Invoice Number 2] - Amount: [Stated Amount] vs [Disputed Amount]

We kindly request clarification on the above discrepancies so that we can resolve these issues promptly. Please provide any necessary documentation or explanations that may assist us in reconciling these payments.

If you have any questions or need further information, feel free to contact us at [Your Contact Information]. We appreciate your prompt attention to this matter and look forward to your reply.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]